

Preparing, Submitting, Reviewing, and Approving TM Proposals

Step 1	The Manager of the Office of Intellectual Property sends a call for competitive TM proposals early in the calendar year.
Step 2	The Principal Investigator completes the Proposal Information Questionnaire . The PIQ consists of a brief project description, a three-page proposal outlining the planned project, and a project plan. See the Restrictions on TM Awards exhibit for information on restrictions on TM funding.
Step 3	The Department Administrator, Department Chair/Division manager, and cognizant Associate Laboratory Director review and approve the PIQ for accuracy and conformance with TM Guidelines.
Step 4	The ALD transmits the PIQ to the Office of Intellectual Property.
Step 5	The OIP Manager will act as the Chair of the TM Commercial Selection Committee. For proposals requesting less than \$50,000 the TM Commercial Selection Committee reviews the submitted proposals and selects projects to be considered for funding. For all other proposals, the TM Commercial Selection Committee reviews the submitted proposals, obtains additional information deemed necessary, and selects projects to be submitted to the Full Selection Committee.
Step 6	The TM Commercial Selection Committee obtains additional information deemed necessary and prepares a Business Case for each project to be submitted to the Full Selection Committee.
Step 7	For each TM proposal so selected the PIQ and the Business Case together are submitted to the Full Selection Committee.
Step 8	PIs of proposals submitted to the Full Selection Committee give a brief Oral Presentation to the Full Selection Committee.
Step 9	The Full Selection Committee selects the projects to be recommended for funding and the amount of each award. The total amount of funds to be made available for the program, and the number of projects supported, will vary from year to year.
Step 10	The OIP Manager submits the recommended projects to the Laboratory Director for review and approval. The Laboratory Director selects the projects to be funded and their funding levels.
Step 11	The OIP Manager notifies the PI and the cognizant Department Chair/Division Manager, and ALD when a TM project is recommended for funding. Notification of the authorization for funding will be made as soon as possible after the funding is awarded.
Step 12	The funded projects will be reviewed at least semi-annually to verify progress against the milestones set out in the proposal.

Preparing and Submitting Reports on TM Projects

	After the start of the project, submit interim status reports to the OIP Manager every six (6) months. Use the format of the Sample Interim Progress Report exhibit. Also complete and submit a TM Data Collection Form .
Step 1	The progress report should include a brief description of the project, expected results, results obtained, and progress against the tasks or milestones identified in the proposal or previous progress report. Following the format of the Project Plan section of the proposal, report on milestones achieved as well as those missed since the previous progress report. Note particular barriers to success, and update the probability assessments.
Step 2	After reviewing the Progress Reports, the OIP Manager invites the PIs to make an oral presentation of their results.
Step 3	Submit only the TM Data Collection Form to the OIP Manager during the two years following the project's close.